



## **Infectious Disease Control Policy for PCOR-3 2021**

Japan Bus Lines plans on reopening May, 1 2021.

Japan Bus Line will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of Japan Bus Line during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Japan Bus Line is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

### **Preventing the Spread of Infection in the Workplace**

Japan Bus Line will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, door handles and railings. We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace.

Employees are reminded of the following:

- Temperature and wellness check before starting work day.
- Wear face masks at all times. Face masks must be worn properly, covering the nose and mouth.
- Wash your hands after using the bathroom, blowing your nose, coughing into a tissue, and before preparing food.
- Wash your hands frequently with warm, soapy water for at least 20 seconds.
- Cover your mouth and nose with a tissue whenever you cough or sneeze. Throw your used tissue in the trash, and then wash your hands.
- Avoid contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Clean and disinfect frequently touched objects and surfaces.

- Sanitize or wash hands after handling cash, touching frequently used objects, and working with customers.
- Practice social distancing by remaining at least 6 feet apart from other employees and individuals in and outside of the office.
- Stay home when you are sick.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans.

#### *Staying Home When Ill and When Showing Symptoms*

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: [Examples include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue]. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu or acute respiratory illness remain at home until at least 24 hours after they are free of fever (100.4° F [37.8° C] or signs of a fever without the use of fever-reducing medications. Employees with symptoms should remain home and inform their manager of their absence. Employees should consult their medical professional before returning to work. Employees who report to work ill will be sent home in accordance with these health guidelines. Employees must provide updates on their leave of absence to their manager.

#### *Reporting of Sick Household Members and COVID Testing*

Employees must remain home and report to their manager if there is a person in their household who is feeling symptoms of COVID-19 or being tested for COVID-19.

#### *Requests for Medical Information and/or Documentation*

If an employee is off from work for 3 consecutive days or more due to illness, it may become necessary to request information from the employee and a health care provider. In general, we would request medical information to confirm the need to be absent, and when it is appropriate to return to work.

#### *Confidentiality of Medical Information*

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

#### *Limiting Travel*

All nonessential travel should be avoided until further notice. Employees will be asked to self-quarantine if they have recently returned from traveling to a part of the world where COVID-19 is spreading rapidly. During the 14 day quarantine period, employees are to stay home and monitor their health condition. If an employee becomes ill, they must receive medical clearance before returning to work.

#### *Advance Leave*

Employees who are out on self-quarantine and can work from home will be compensated. Employees who are unable to work from home may use their sick and annual leave during the time off from work. In the event that an employee is out of sick and annual leave, they may apply for an advance of leave, which allows the employee to use the leave from the upcoming year to cover the days they are on quarantine. In the event the employee separates from the company before the next year is over, the employee will be required to pay the remainder back.

#### Common Symptoms of COVID-19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea.

#### Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, Japan Bus Line may implement these social distancing guidelines to minimize the spread of the disease among the staff.

During the workday, employees are requested to:

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, email or instant messaging to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands. If shaking hands is unavoidable, please wash hands immediately after to prevent the spreading infectious diseases.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
4. Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
5. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
6. Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.
7. Keep a safe distance of 6 feet from others.
8. Visitors will not be allowed on the compound during an outbreak.

Preventative Measures for Employees out in the Field:

Japan Bus Line will provide the employees who go out into the field with gloves, hand-sanitizers, sanitizing materials, and soap. Employees are encouraged to practice good hygiene methods even when they are out of the office. Taking these precautions will help in reducing the transmission of infectious diseases.

Employees are reminded of the following:

- Cleaning materials, gloves, and soap are to be left in the company vehicles so they can be easily accessible at all times. Employees are encouraged to wash their hands frequently especially after handling materials, having unavoidable human physical contact, and before/after eating.
- Wear gloves whenever you are working with customers, sanitizing vehicle, and handling frequently touched objects.
- Use hand sanitizer before and after checking customer temperatures.
- Change gloves on an hourly basis. Also change gloves if they become soiled or torn.
- Sanitize/Disinfect frequently touched objects.
- Sanitize/Disinfect tour vehicle after every trip.
- Wash/Sanitize hands before entering the main office.

Transportation of Customers:

Employees of Japan Bus Lines will adhere to the following protocols to ensure the safety of the employee and the customers.

- Temperature check to be performed on each guest before boarding.
- Masks are compulsory for all staff and passengers.
- All customers must sanitize their hands before entry into the tour vehicle. Customers may request for extra hand sanitizer before disembarking the tour vehicle.
- The Tour Vehicle must be cleaned and sanitized after each trip.
- Seating spacing to meet social distancing standard between separate passenger parties by an empty row.
- Where possible, on and off boarding to be limited to back side door to avoid close proximity to driver.

Vehicle Occupancy:

- For large full size buses with an arrangement of 50 seats, shall be reduced to half in capacity, allowing only 25 seats to be utilized and social distancing between separate passenger parties by an empty row.
- For mini-buses with arrangement of 30 seats, shall be reduced to half in capacity, allowing only 15 seat to be utilized and social distancing between separate passenger parties by an empty row.

- For vans with the with an arrangement of 14 seats, shall be reduced to half in capacity, allowing only 6 seats to be utilized and social distancing between separate parties by an empty row or space.
- Drivers are to be reminded that no passenger is allowed to ride in front passenger seat next to the driver at anytime.

#### Stay Up to Date with Reputable Sources

It is important to note that the situation can change quickly. The community is reminded to only share official notices and visit the following links for the most up-to-date information:

- CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- DPHSS website: <http://dphss.guam.gov/2019-novel-coronavirus-2019-n-cov/>
- GHS/OCD website: <https://ghs.guam.gov/coronavirus-covid-19>

For more information, contact DPHSS Monday through Friday, 8 a.m. to 5 p.m., at (671) 735-7154